FIXED ASSET INVENTORY

State Form 39598 (R3/11-90)

Approved by the State Board of Accounts 1990

For Auditor use only

INSTRUCTIONS: *This Fixed Asset Inventory has been developed for use with the new State's Fixed Assets Accounting System. The abbreviations on the form are as follows: SOI - State of Indiana, AQU/RE - Acquisition Date/Retired Date, YYMM - Year, Month, AC/ES - Actual/Estimate. The numbers below the categories are the number of characters that can be used for that field. The shaded area Retirements are used with the shaded area Pre-Fix, Asset Number, and AQ/RE Date. No other fields are required with Retirements.*
For further directions, please refer to the "User's Guide".

Name of Agency		Circle Quarter for this Report				Check One Only
		1st	**2nd**	**3rd**	**4th**	☐ Adds *(Items New to Inventory)*
Agency Number *(Three Digits)*	Location *(Seven Characters)*	**7/1 - 9/30**	**10/1 - 12/31**	**1/1 - 3/31**	**4/1 - 6/30**	☐ Changes *(Items to Correct on Inventory)*
						☐ Retirements *(Items Scrapped, Abandoned or Traded-in)*

PRE-FIX 2	ASSET NUMBER 6	SUB 2	AQU/RE DATE YYMM	DESCRIPTION CODE 5	DESCRIPTION 35	FUND NUM 4	COST CODE AC/ES	COST 12	SERIAL NUMBER 18

DISTRIBUTION: White - Auditor; Canary - Agency's Files;